

**CITY OF HAYWARD
PERSONNEL AND AFFIRMATIVE ACTION COMMISSION**

Thursday, July 8, 2004 at 5:30 p.m.

**Hayward City Hall
777 B Street
Conference Room 2A**

AGENDA

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS *(Note: THE PUBLIC COMMENTS section provides an opportunity for citizens to address the Personnel and Affirmative Action Commission on items not listed on the agenda. The Commission welcomes your comments under this section, but is prohibited by State law from discussing items not listed on the agenda. Your item will be taken under consideration and referred to staff.)*

APPROVAL OF MINUTES

1. Approval of minutes for meeting of June 10, 2004 (Action)

REPORTS

2. City Council Liaison (Information)

NEW BUSINESS

3. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
 - a) Airport Operations Manager, (1999)
 - b) Community Service Officer, (2003)
 - c) Construction Inspector, (2002)
 - d) Fire Captain, (2003)
 - e) Senior Accountant, (2002)
4. Extension of Eligible Registers, (Action)
 - a) Lead Library Assistant, (1st extension, 6 months)
 - b) Senior Customer Account Clerk, (1st extension, 6 months)
 - c) WPSC Administrator, (1st extension, 6 months)

Beth Perrin-Scales
Human Resources Director

CITY OF HAYWARD
PERSONNEL AND AFFIRMATIVE ACTION COMMISSION
777 "B" Street
Hayward, California 94541-5007

MINUTES

June 10, 2004

A regular meeting of the City of Hayward Personnel and Affirmative Action Commission was called to order at **5:30 p.m., on Thursday, June 10, 2004** in conference room 2A, City Hall, 777 B Street, Hayward by Acting Chairperson Freddie Davis. Pledge of Allegiance was led by Commissioner Carol Johnson.

VISITORS

None

HUMAN RESOURCES DEPARTMENT STAFF

Beth Perrin-Scales, Human Resources Director

Robert Macias, Senior Human Resources Analyst, Affirmative Action Specialist

Sonja Turner, Administrative Secretary (Confidential)

CITY COUNCIL

Olden Henson

ABSENT

Chairperson Kathleen Booth, attending Graduation

Commissioner Wade Winblad, attending son's Graduation

Attendance	Present This Meeting	<u>REGULAR MEETINGS</u>		<u>SPECIAL MEETINGS</u>	
		Present to Date This Fiscal	Absent to Date This Fiscal	Present to Date This Fiscal	Absent to Date This Fiscal
		Yr.	Yr.	Yr.	Yr.
Kathleen Booth (chair)*	0	7	1	1	0
Freddie M. Davis	X	8	0	1	0
Joyce Dobro (vice-chair)*	X	6	2	1	0
Latricia Earley	X	7	1	1	0
Carol Johnson	X	8	0	1	0
Johnnie Lacy	X	7	1	1	0
Wade Owen Winblad	0	7	1	1	0

X = present

0 = absent

*Appointed July 1999

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

1. Approval of Minutes for the regular meeting of May 13, 2004; (Action)

Moved to approve Minutes; (Dobro/Johnson); (4-0-0)

REPORTS

2. City Council Liaison, Olden Henson, (Information)
Council Member Henson talked about the operating budget for fiscal year 2004-2005. With reductions in staffing and some City services, in context, it is not as bad as surrounding jurisdictions. He also provided an update on the old Albertson's site.

NEW BUSINESS

3. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
 - a) Associate Civil Engineer, (2002)
 - b) Crime Scene Technician, (2003)
 - c) Library Page, (2003)
Moved to approve New Eligible Registers: (Lacy/Earley); (5-0-0)
4. Extension of Eligible Registers, (Action)
 - a) Police Lieutenant, (1st extension, 6 months)
 - b) Police Sergeant, (1st extension, 6 months)
Moved for extension of Eligible Registers: (Johnson/Earley); (5-0-0)

There being no further business, the meeting was adjourned at 6:02 p.m.

The next regularly held meeting will be Thursday, July 8, 2004 at 5:30 p.m. in conference room 2A, 2nd floor of Hayward City Hall.

Personnel and Affirmative Action Commission minutes are available on audiocassette upon request in compliance with the Americans with Disabilities Act of 1990. Requests may be made by contacting the Human Resources Department at (510) 583-4500 or TDD (510) 247-3340
